



**VISA/IMMIGRATION**  
**(Hard-Card FD 258)**

California Penal Code Section 11105(c)(9) allows the Department of Justice (DOJ) to furnish state summary criminal history information to any individual who is the subject of the record requested if needed in conjunction with an application to enter the United States or any foreign nation. We do not process applications for children under the age of 14.

The following items are necessary to insure the processing of your request. Failure to follow these procedures may result in a delay or the rejection of your application.

Please submit the following:

1. **A COMPLETED FD 258 TEN-PRINT FINGERPRINT CARD**

Be sure the card is completed with your full name, date and place of birth, physical description (sex, weight, eyes, hair), drivers license number, social security number, and **return mailing address**.

Fingerprinting is usually available from your local police or sheriff's department, or from private vendors engaged in the fingerprinting business. If you reside in California, and a private vendor is used, they must be certified by the California Department of Justice, and the fingerprint card must contain the certificate number.

2. **A MONEY ORDER, CERTIFIED, CASHIER'S CHECK, or PERSONAL CHECK (DRAWN ON A U.S. BANK), MADE PAYABLE TO THE CALIFORNIA DOJ.**

The fee for each person for which a background check is requested is \$32. If the money order or certified check is from a non U.S. bank, the funds must be in U.S. dollars.

3. **A COPY OF THE LETTER YOU RECEIVED ADVISING YOU THAT A RECORD CLEARANCE WAS NECESSARY**

If you do not have such a letter, prepare one yourself clearly stating that a record clearance is needed and the reason why.

Mail the above three items to:

**DEPARTMENT OF JUSTICE**  
**Applicant Processing Program**  
**P.O.BOX 903387**  
**Sacramento, CA 94203-3870**  
**ATTN: VISA-IMMIGRATION**

Replies will be mailed to the applicant. It is the applicant's responsibility to forward the response to an assistance agency or law office. We do not mail directly to foreign consulates or embassies, or the Bureau of Citizenship and Immigration Services.

If you have any further questions regarding the Visa/Immigration process, contact the Applicant Processing Program at (916) 227-6970 OR (916) 227-6081.